

**California Environmental Protection Agency
Revised 120 Plan
January 2002**

I. Purpose

The collection, management and dissemination of high quality information in an efficient manner are essential to the California Environmental Protection Agency's (CalEPA) mission of protecting the environment and public health. CalEPA intends to develop an Agency-wide integrated information management system to meet this need by initiating the development of the Integrated Data Environmental Assessment Project (IDEA Project). Phase I of the project is to begin on January 1, 2002 and is estimated to be completed by December 31, 2003.

The IDEA Project will feature integrated databases and web-based applications that produce benefits for CalEPA staff, the environmental regulatory community, the business community and the public. Benefits, not currently available, will include:

- Improved quality of information through the use of Agency data standards
- Efficient use of Agency resources through elimination of redundant information
- Efficient and timely access to electronic information
- CalEPA staff access to integrated information on specific facilities, programs and activities
- Regulatory community access relative to policy, enforcement, inspections and permitting
- Business community access relative to permitting assistance and policy information
- Public access to integrated information
- Access to information consistent with the State's objective for an "eBusiness Center"
- Access to information that supports enhancement of cross-media strategies to environmental problems
- Access to information that supports place based approaches to environmental management

Access to integrated information through web-based applications will allow the regulated community to obtain compliance assistance, submit reports and apply for and obtain permits electronically. The system will also share selected data and information with U.S. EPA, other states, and regional and local environmental regulatory agencies within California pursuant to common data standards and information management protocols.

In addition to data integration and system objectives unique to CalEPA, the IDEA Project will also meet the following goals of the U.S. EPA One Stop Program:

- Site-based reporting
- Public access
- Burden reduction
- Electronic reporting
- Stakeholder involvement

This Scope of Work describes activities that the CalEPA will undertake as Phase I of the IDEA Project.

II. Need for an integrated Information Management System

The lack of an integrated data management system has made it difficult for staff to obtain Agency-wide data on specific facilities, programs, and activities. This has hindered multimedia approaches to policy initiatives, enforcement, inspections, consolidated reporting, and permitting. The lack of an integrated system makes it difficult to provide information to the public in a systematic fashion and creates an unnecessary reporting burden on the regulated community. The current system also results in data quality issues and an inefficient use of agency resources.

In addition to the needs of California's environmental regulatory community and public, the U.S. EPA has embarked upon a data exchange program between federal agencies, states, regional and local agencies. Implementation of the IDEA Project will assure California's participation in the federal program. Participation in the national system will enhance California's ability to better address environmental problems within and beyond the State's borders.

III. IDEA Project Goals

CalEPA intends to improve how environmental information is collected, managed, and accessed by:

A. Managing Information Consistent with Agency Priorities

CalEPA is committed to establishing a collaborative process among the Agency and its boards, departments and office (BDOs) for developing and implementing a consistent approach for establishing priorities and managing environmental information within and across program boundaries.

Phase I Tasks:

1. Develop a collaborative process for establishing agency information priorities
2. Develop an organizational model for optimal information system performance
3. Determine the database requirements to support the priorities

Time Frame: January 2002 – November 2002

Estimated Hours: 684

Staffing Level: Program Manager, Project Manager, Network Analyst II, System Analyst II

B. Managing Data Integration for the Business Needs of the Agency

CalEPA views data integration as a primary focus of information management reform. Electronic submission, reporting and use of cross-media data will reduce costs and improve the timeliness and quality of data.

Phase I Tasks:

1. Create an Agency-wide approach for collecting data from the regulated community
2. Develop Agency-wide standards for databases and data elements

3. Inventory and document the current hardware, software and technical resources of CalEPA

Time Frame: February 2002 – January 2003
Estimated Hours: 720
Staffing Level: Project Manager, System Specialist II, Systems Analyst II, Network Analysts II, Telecommunications Engineer II

C. Increasing Staff and Public Access to High Quality, Integrated Information

Access to integrated information by staff will result in more informed permitting, enforcement, and compliance decisions that will increase multimedia program development and reduce the risk of cross-media unintentional consequences.

An integrated information system consisting of high quality data and information will better serve the public's growing expectation and need to engage CalEPA in evaluating program performance and shaping environmental policy.

Phase I Tasks:

1. Develop requirements for staff and interagency access via the Internet
2. Develop requirements for public access via the Internet
3. Develop requirements for a GIS (geographic information system) web site to provide staff and public access to permitting and other selected information

Time Frame: May 2002 – March 2003
Estimated Hours: 725
Staffing Level: Project Manager, Systems Analyst II, System Specialist II, Network Analyst II, Telecommunications Engineer II

D. Providing Increased Benefits and Efficiencies for the Regulated Community

In many instances, the regulated industry has the capacity to provide data electronically, but CalEPA is presently unable to accept it in that form. Electronic submission and reporting of permitting and compliance data will significantly improve public access to information, increase productivity of program staff, reduce manual entry of compliance information, eliminate collection and maintenance of redundant data, and decrease the expense of reporting for the regulated community.

Phase I Tasks:

1. Incorporate business process principles in the development of information management systems
2. Develop requirements for a compliance assistance Web site
3. Explore the feasibility of integrated permitting and reporting programs for the regulated community

Time Frame: May 2002 – March 2003
Estimated Hours: 585
Staffing Level: Project Manager, Systems Analyst II, Network Analyst II, and Telecommunications Engineer II

E. Providing Opportunities for Stakeholder Involvement in Development of IDEA

CalEPA places a high value on internal and external stakeholder involvement, both at the program and Agency levels. CalEPA will address issues by involving a large group of stakeholders in Agency-wide information management planning.

Phase I Tasks:

1. Establish internal stakeholder groups for executives, program managers, program staff, special program managers and IT managers at the Agency and BDO levels
2. Establish external stakeholder groups of business, regulated community, non-governmental organizations, municipalities, and regional programs
3. Establish inter-agency stakeholder groups with participation of the Resources Agency, Office of Planning and Research, Department of Finance and other relevant State agencies
4. Develop requirements for a web site to keep stakeholders informed of and active in the system development process and to report on Project progress
5. Conduct symposia and conferences to educate and promote stakeholder and regulated community participation in policy and information system development initiatives

Time Frame: January 2002 – December 2003

Estimated Hours: 575

Staffing Level: Project Manager, Systems Analyst II, Network Analyst II, and Telecommunications Engineer

F. Project Management

Time Frame: January 2002 – December 2003

Estimated Hours: 148

Staffing Level: Program Manager, Project Manager, Technical Writer/Administrative Support

IV. Phase II Objective

Upon completion of Phase I and successful acquisition of funding, Phase II of the IDEA Project will involve the acquisition process, design, development, and staged implementation of the Integrated Data Environmental Assessment Project pursuant to the conceptual system model developed in Phase I and as envisioned by CalEPA and U.S. EPA.

V. Cost

The Cost of Phase I of the Project is \$499,966 funded entirely by a grant from the U.S. EPA One Stop Program.

The CalEPA BDOs will provide in-kind services through participation in stakeholder meetings and activities, ad hoc workgroup participation, and occasional specific assignments. Interagency and external stakeholders will likewise participate with in-kind services.

It is anticipated that additional U.S. EPA grant funding may be available in the near future as part of U.S. EPA's Network Exchange Grant Program. The IDEA contractor and program staff will make every endeavor to secure these grant funds as they become available.

To the extent it is financially and technically feasible, one or more information system pilot applications will be implemented during Phase I.

VI. Contractor Staffing

Name	Assignment	Tasks	Hours	Rate	Cost
Gene Reich	Program Mgr.	F	40	\$166.25	\$ 6,650
Clint Whitney	Project Mgr.	A,B,C,D,E,F	783	152.00	119,016
Mark Fukui	TE/NA	A,B,C,D,E	405	152.00	61,560
Carol Honda	SS/NA	A,B,C,D,E	421	152.00	63,992
Norman Forste	SS/NA	A,B,C,D,E	444	152.00	67,488
Danielle Kraaijvanger	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Beth Vaughan	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Jocelyn Whitney	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Kevin Maguire	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Randy Millman	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Sue Sakaki	Systems Analyst II	A,B,C,D,E	195	152.00	29,640
Kathleen Fleak	TW/ Admin. Support	F	60	57.00	3,420
Totals			3,323		\$499,966

TE = Technical Engineer II

NA = Network Analyst II

SS = System Specialist II

TW = Technical Writer

VII. Organization

Implementation of Phase I of the IDEA Project will be the primary responsibility of a core team comprised of the CalEPA Program Director, the Agency Chief Information Officer, the Contractor Project Manager and a contractor team of management and IT professionals. The team will engage CalEPA and BDO management and program, interagency, and external stakeholders in dialogue and assignments targeted toward system development and acceptance.

The active involvement of non-State environmental regulatory agencies, environmental public interest groups, and one or more stakeholder groups representative of regulated industries, business and local government are also important to the Phase I success.

Project Management

The proposed structure for managing Phase I is illustrated in Figure 1. This structure may be changed as circumstances warrant during the early formulation of the Project. The responsibilities and composition of each component are described below:

Strategic Alignment Committee – This Committee is responsible for providing guidance to the Agency Secretary on State policy issues that may arise as a result of the Project's activities and on issues of interagency coordination or data integration. The committee is chaired by the

Secretary, Environmental Protection Agency and is composed of the BDO Board Chairs and Directors, the Director of the Governor's Office of Planning and Research, Secretary, the Resources Agency, Director of the Department of Health Services and the Director of the Department of Information Technology.

Executive Advisory Committee – This Committee will meet periodically to review Project progress and advise the Program Director on issues of concern or interest. The committee is chaired by the Program Director and is composed of senior management and IT Directors of the BDOs, selected representatives of government agencies, non-governmental organizations and industries participating in, and devoting resources to, the various Project teams.

Program Director – The Program Director is responsible for the executive management and fiscal integrity of the Project, monitoring the work of the contractor and staff and regularly reporting Project progress and bringing forward key decisions/issues to the Secretary. The Program Director serves as Chair of the Executive Advisory Committee, and is responsible for ensuring that policy guidance provided by the Strategic Alliance Committee and the Secretary is incorporated into the conduct of the Project.

Agency Chief Information Officer (ACIO) – The ACIO is responsible for the effective interface between the Project, departmental and stakeholder IT groups and the contractors. The ACIO will also act as the chief technical advisor to the Project, lead special IT projects as necessary or appropriate and will serve as CalEPA's U.S. EPA One Stop Coordinator.

Contractor Project Manager – The Contractor Project Manager responsible for the day-to-day management of the Project and will work closely with the Program Director and Agency Chief Information Officer in all aspects of the program. He will coordinate all contractor work and participate as needed in working groups, stakeholder forums and executive level meetings. He will also maintain all records of the Project.

Key Staff Contact Information

Name	Project Position	Title	Contact Information
Winston Hickox	Chairman, Strategic Alignment Committee	Secretary, California Environmental Protection Agency (CalEPA)	916 445-3846 whickox@calepa.ca.gov
(to be named later)	Chairman, Executive Advisory Committee	(A Department Director or Board Executive Officer to be selected by the committee at its first meeting)	
John Hagerty	Program Manager	Chief of Staff, CalEPA	916 322-2893 jhagerty@calepa.ca.gov
Gary Arnstein-Kerslake	Agency Chief Information Officer, CalEPA	Chief Information Officer, CalEPA	916 341-6147 garstein@calepa.ca.gov
Clint Whitney	Project Manager	Senior Consultant, R&G Associates LLC	916 730-4204 clintwhitney@accessbee.com
Bob Borzelleri	Grant/Contract Manager	Chief Deputy Director, DTSC	916 324-2471 bborzerll@dtsc.ca.gov

Figure 1

